



**CITY OF TEMPE, ARIZONA
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION**

**REQUEST FOR STATEMENT OF QUALIFICATIONS
JOB ORDER CONTRACT (JOC) SERVICES
FOR
CITY PARK INFRASTRUCTURE IMPROVEMENTS**

CITY COUNCIL MEMBERS

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2015

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SECTION I – PROJECT DESCRIPTION

The City of Tempe (Tempe) is inviting your firm to submit a Statement of Qualifications (SOQ) for providing Job Order Contracting Services to provide indefinite delivery/indefinite quantity for Park Infrastructure Improvements. Tempe will use a selection process comprised of evaluation of SOQs and interviews with select firms as described in the Request for Statement of Qualifications (RFQ). A selection Committee will create a final list, in order of preference, of the three best qualified firms and Tempe will enter into negotiations with one, two or all three firms on the final list in the established order of preference for an individual Job Order Contract (JOC) with each firm.

The JOC will have a one (1) year duration with an option to renew for up to two (2) one year periods, for a maximum duration of three (3) years. The option to extend will be exercised based on the Contractor's successful performance and the needs of Tempe. The typical Job Order could range in price from \$25,000.00 to \$200,000.00. The maximum amount for a single Job Order is \$1,000,000.00. A maximum annual contract amount of \$3,000,000.00 will be established for the first contract period as a total for all Job Orders. The annual contract maximum may be increased at the time the renewal is exercised as agreed to by both parties.

During the term of the JOC, work is performed as a series of individual Job Orders. Each Job Order, initiated by Tempe, is defined cooperatively by Tempe and the Job Order Contractor. A scope, schedule and price are agreed upon, and the Job Order Contractor is directed to proceed with the work.

SECTION II – SCOPE OF WORK

Tempe is seeking qualified contractors to provide various city park improvements, including but not limited to construction of concrete sidewalks, earthwork, grading, landscape and turf restoration, drainage infrastructure, removal of pavement and sand, relocations of drinking fountains and backflow preventers, playground equipment, lighting, ramada structures, and shade structures. The proposed work will be accomplished in accordance with the Maricopa Association of Governments Uniform Standard Specifications and Details for Public Works Construction and the Tempe Supplements thereto.

The scope of work will vary with each Job Order. Minor design services may be required for some Job Orders; however, most will be designed through consultants under separate contract with Tempe or by Tempe staff.

For Job Orders that may require design services, the Job Order Contractor shall seek the services of a qualified Arizona registered professional engineer to prepare plans for permitting. It is the responsibility of the Job Order Contractor to provide cost estimating, project scheduling for design, construction and/or maintenance and obtain permits if needed from the appropriate Tempe departments.

Job Order services may include but are not limited to:

- Construction of concrete sidewalks (including ramps) and paths that meet or exceed current Americans with Disabilities Act (ADA) requirements.

- Earthwork – cut & fill activities; including import, haul off, and disposal.
- Grading – adherence to minimum and maximum slope requirements; proper compaction of subgrade for pavement, sidewalk and landscape surfaces.
- Landscape Restoration – including turf installation.
- Construction of Site Drainage Infrastructure – including catch basins, storm water pipe, sidewalk scuppers, rip rap with filter fabric, drywells, and concrete headwall inlets/outlets.
- Remove, dispose, and replace concrete, A.C. pavement, and playground sand.
- Irrigation Repair & Installations – lateral irrigation lines, as well as sprinkler heads.
- Relocation and installation of drinking fountains and backflow preventers, requiring both plumbing and concrete work.
- Installation of playground equipment, park lighting, ramada structures, and shade structures.
- Coordination with ramada construction, electrical and lighting improvements, shade structures, and playground equipment.

SECTION III – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

The Job Order Contractor will be selected through a qualifications-based selection process. Firms interested in providing JOC services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

A. General Information (5 points)

1. Provide a general description of the firm and/or team that is proposing to provide construction management services and general construction services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel.
2. Provide the following information:
 - a. The Contractor must have a valid Arizona contractor's license. List of the Arizona professional and contractor licenses held by the firm/team and the key personnel who will be assigned to this project. Provide the license number and explain if held by an individual or the firm.
 - b. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.
 - c. If selected as a finalist for this project, you will be required to provide a statement from an A-or better surety company to verify the Company's bonding capacity.

B. Experience and qualifications of the firm/team (15 points)

1. Identify at least three comparable park improvement projects in which the firm served as either Job Order Contractor or Contractor. Special consideration will be given to firms that have provided Job Order Contract services on similar successful projects.

For at least two of the three comparable projects, demonstrate your firm's experience with earthwork & grading for municipal clients under a JOC contract.

For each comparable project identified, provide the following information using the outline provided:

Section 1 - Description of project. Identify the size and scope of the park improvement.

Section 2 - Role of the firm (Job Order or Contractor. Please identify the percent and type of the work self-performed)

Section 3 - Project's original contracted construction cost and final construction cost

Section 4 - Construction dates

Section 5 - Project Owner

Section 6 - Reference information (two names with telephone numbers per project)

2. Describe experience in relevant local projects and list completed or on-going projects that the team has been involved in over the last two years.
3. List of all Arizona projects where the firm/team provided either Job Order Contractor or Contractor services in the last five years either completed or ongoing.

C. Experience of key personnel to be assigned to this project (30 points)

1. For each key person identified, list at least two recent comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For other projects provide:

Section 1 - Description of project

Section 2 - Role of the person

Section 3 - Project's original contracted construction and final construction cost

Section 4 - Construction dates

Section 5 - Project Owner

Section 6 - Reference information (two names with telephone numbers per project)

2. For each key person identified, describe their experience in relevant local projects.
3. Provide a table demonstrating each key person's experience with the following construction categories:

1. Sidewalk Hardscape Improvements – including ramps.
2. Earthwork/ Grading on parks projects.
3. Landscaping Restoration – including new turf installation.
4. Site Drainage Infrastructure (i.e., catch basins, gravity drainage pipes, scuppers, drywells, and headwalls).
5. Site Demolition – remove, dispose, and replace concrete and playground sand.
6. Irrigation Repair & Installations (i.e., irrigation pipes and sprinkler systems).
7. Domestic Water Service – (i.e., backflow preventers, service line connections, drinking fountain plumbing)

8. Installation of playground equipment, lighting, ramada structures, and shade structures.
9. Coordination with elements of parks construction (i.e. playground equipment, shade structures, ramada structures, electrical and lighting improvements).

D. Understanding of the project and approach to performing the required services (30 points)

1. Discuss the typical major issues your team has identified relative to coordination with various stakeholders and varying site conditions, and elaborate on how you intend to address potential issues.
2. Discuss your firm's project management approach and team organization during design and construction phase services.
3. Describe systems used for planning, scheduling, estimating and managing construction. Briefly describe the firm's experience on quality control dispute resolution, and safety management.
4. Describe your firm's methods of due diligence to protect existing utilities. Utilize applicable examples of where utility conflicts were addressed and mitigated.
5. Explain your firm's approach to gain successful relationships with city stakeholders, public information staff and residents.
6. Submit a Subcontractor selection plan that meets Arizona Revised Statutes Title 34 requirements.

E. Firm Performance and Resources (5 points)

1. For the current on-going projects listed in Section III.B.2, including municipal projects:

Section 1 - list the projects and the key members of that project.

Section 2 - list the project scheduled completion dates and final anticipated completion date.

Section 3 - list the original project budgets and the final anticipated project budget.

Section 4 - list original staff utilized or proposed for the project and the final staff utilized to finish the project.

Section 5 - In view of the listed on-going projects, list the resources, staffing and otherwise, that are available for use on this job order contract.

F. Project References (10 points)

Tempe desires to receive feedback on past performance of your projects. Send a **copy** of the attached Exhibit A - Project Reference Form (PRF) to at least three (3) Public Agencies, for which you have **substantially completed similar work**, to fill out a copy of the PRF. Only the first three (3) received by the date and time that the PRFs are due will be counted toward your team's score for this section. Provide this form to the

Owner, or Owner's representative, **directly responsible for oversight of the project** to complete and submit via email to contractor_support@tempe.gov **prior** to the date and time listed on the form. If your firm has successfully completed a similar project for the City of Tempe, it is recommended that you utilize this experience. If your firm has not completed prior projects with Tempe, you will not be penalized.

Zero points will be awarded for projects:

1. If a PRF is received after the date and time specified on the form.
2. If a project submitted is not substantially complete.
3. If the firm was not the prime Job Order Contractor for the project submitted.
4. If the person requested to respond was not directly responsible for project oversight.

It is the **responsibility** of the firm submitting the SOQ to ensure that the Tempe receives **all** of the PRFs prior to the deadline.

G. Overall evaluation of the firm/team and its perceived ability to provide the required services (5 points)

This is to be determined by the selection panel members. No submittal response required.

SECTION IV – SUBMITTAL REQUIREMENTS

Firms interested in the above project should submit a Statement of Qualifications (SOQ), **which is a maximum length of twelve (12) pages of at least 11 point font to address the SOQ criteria (excluding resumes, but including a cover letter, table of contents and organizational chart). Resumes for each key team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ.**

Please provide **one (1) original and seven (7) copies of the SOQs, total of eight (8), at the time and date listed below in the schedule.**

On the submittal package, please display: firm name, project number, and project title.

Interested teams are invited to respond in writing to:

Andy Goh, P.E.
Deputy Public Works Director/ City Engineer
Public Works Engineering Division
31 E. Fifth Street
Tempe, AZ 85281

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified cut-off date, time, and place.
- The number of originals and/or copies of the submittal specified.
- Email submittals will not be accepted.

Adherence to the maximum page criterion is critical; each page side (maximum of 8 ½” by 11”) with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards maximum number of pages. Tempe reserves the right to accept or reject SOQs that exceed the maximum page limit.

SECTION V – SELECTION PROCESS AND TENTATIVE SCHEDULE

The following tentative schedule has been prepared for this project. *Firms interested in this project must be available on the interview (if needed) and scope meeting dates.*

Anticipated Schedule

SOQ's and Project References due	September 3, 2015 by 4:30 p.m., Arizona time
Interview(s)	approximately September 21, 2015

Upon receipt of the SOQ's, the submittals will be reviewed for compliance with the submittal requirements. A Selection Committee (Committee) will evaluate each SOQ according to the above criteria/point system. The Committee will invite the selected finalists for interviews with the selected finalists and based on the interviews will create a final list, in order of preference, of the three best, qualified firms. At their discretion, Tempe will enter into negotiations with one, two, or all three firms on the final list in the established order of preference for an individual JOC with each firm.

SECTION VI – SOQ AND INTERVIEW CRITERIA AND WEIGHTED SCORING

The SOQ weighted scoring (100 points per firm maximum) is only used to determine the firms that will be invited for interviews. The interviews will have a separate weighted scoring (100 points maximum as determined by the Selection Panel), as listed in the following table, that will be utilized to create the final list:

Interview Weighted Scoring	
Criteria	Maximum Points
1. Presentation	
• Experience and qualifications of the firm/team and Experience of key personnel to be assigned to this project	15
• Understanding of the project	15
• Approach to performing the required services	20
• Firm Performance and Resources	5
Total Presentation Points	55
2. Questions and Answers related to presentation criteria above	35
3. Overall evaluation of the firm/team and its perceived ability to provide the required services	10
Total Points for Interviews	100

Detailed interview weighted scoring criteria based on the above table will be given to the invited firms with the invitation letter notifying them of the time, date and location of the interviews.

SECTION VII – GENERAL INFORMATION

RFQ/ RFQ Holders list. The RFQ and RFQ Holders List are available on the City’s website at: <http://www.tempe.gov/engineering>. Firms who receive a copy of this packet must register as an RFQ holder on the website.

Instructions. The City of Tempe shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders.

Protest Procedure. The City of Tempe protest procedures are outlined in Section 26A-21, of the Tempe City Code, available at www.tempe.gov/citycode.

City Rights. The City of Tempe reserves the right to accept or reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.

Contact with City Employees. All firms interested in this project (including the firm’s employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including, but not limited to, the evaluation panel, the City Manager, Assistant City Manager, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process must only be addressed to the authorized representative identified below.

Black Out Provision. No firm, including anyone directly or indirectly on behalf of such firm, shall attempt to influence any part of the process. From the time the RFQ is issued until the City Council makes the contract award (the “Black-Out Period”), firms directly or indirectly through others, are restricted from attempting to influence in any manner the decision making process through, including, but not limited to, the use of paid media; contacting or lobbying the City Council or City Manager or any other City employee; contacting reporters; contacting RFQ evaluators; submitting letters, e-mail messages or other similar forms of communications to the editor of newspapers and other media for publication or ghostwriting or otherwise requesting others to submit such letters, e-mail messages or other similar forms of communication; responding to questions from media or other sources regarding the RFQ or their submittal during the “Black-Out Period” or in any other way which could be construed to influence any part of the decision making process about this RFQ.

Violation of this provision will cause the SOQ of the firm found in violation to be rejected.

Questions. Questions pertaining to this selection process or contract issues should be directed to Wendy Springborn, MBA, Engineering Services Manager and authorized representative, at wendy_springborn@tempe.gov. Please send all queries in writing.

EXHIBIT A

PROJECT REFERENCE FORM (PRF)

Directions: Request three (3) Public/Private Agencies, for which you have **substantially completed similar work**, to fill out a copy of the PRF. Provide this form to the Owner, or Owner's representative, **directly responsible** for oversight of the project to complete and submit via email to contractor_support@tempe.gov prior to the date and time listed below. If the form is received after the date and time specified it will not be accepted. If your firm has completed a similar project for the City of Tempe it is recommended that you utilize this experience. If your firm has not completed prior projects with the City you will not be penalized.

RFQ Due Date and Time: September 3, 2015 by 4:30 p.m., Arizona time

RFQ FOR: CITY PARK INFRASTRUCTURE IMPROVEMENTS

JOB ORDER CONTRACT (JOC) SERVICES

NAME OF COMPANY TO BE EVALUATED: _____

NAME OF PROJECT AND DATE COMPLETED: _____

QUESTIONS:

1. Has the above referenced project reached substantial completion? (circle one) Yes No
2. What project delivery method was utilized? (circle one) Design-Bid-Build Design-Build CMAR JOC
3. On a scale of 1 to 10 (1 being poor, 10 being Excellent) how would you rate this company's performance on the following:
 - a. How would you rate work performed by this firm on your project? _____
 - b. Was the project completed on time? _____
 - c. Was the project completed within budget? _____
 - d. What was the quality of the work performed? _____
 - e. Was staff proactive in solving problems that may have occurred on your project? _____
 - f. What was the extent of staff turnover? (10 = low staff turnover, 1 = high staff turnover) _____
 - g. Would you be willing to contract with this firm again? (10 = Yes, 1 = No) _____

TOTAL POINTS _____

Name of Agency or Firm Submitting Evaluation: _____

Name and Phone Number of Person Submitting Evaluation: _____

Please email to contractor_support@tempe.gov by the time and date shown above.